P-CARD USER MANUAL

ADDING A NEW USER

INTRODUCTION

Add your users to the P-Card application and make them active users before actually giving them P-Card. This ensures that transactions they might make with a new card will appear in the P-Card application. To have a card issued to a new user, contact the Department of Administration, Division of Purchasing at 208.332.1612. For more details, see the Department of Administration's FAQ Web page.

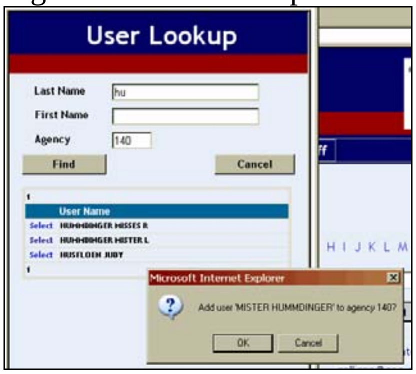
TO ADD A NEW USER

1. Select **Add User**.

Figure 1 - Add User

2. The **User Lookup** menu will appear. Type the last name of the new user in the **Last Name** field. (You can type the first few letters of a user's name if you are not sure exactly how it is spelled.)
   a. To add an employee from another agency, type the last and/or first name and enter their agency number in the **Agency** field.
3. Click **Find**. If the user cannot be found, contact your payroll administrator to make sure that the user has been added to state payroll records.

Figure 2 - User Lookup

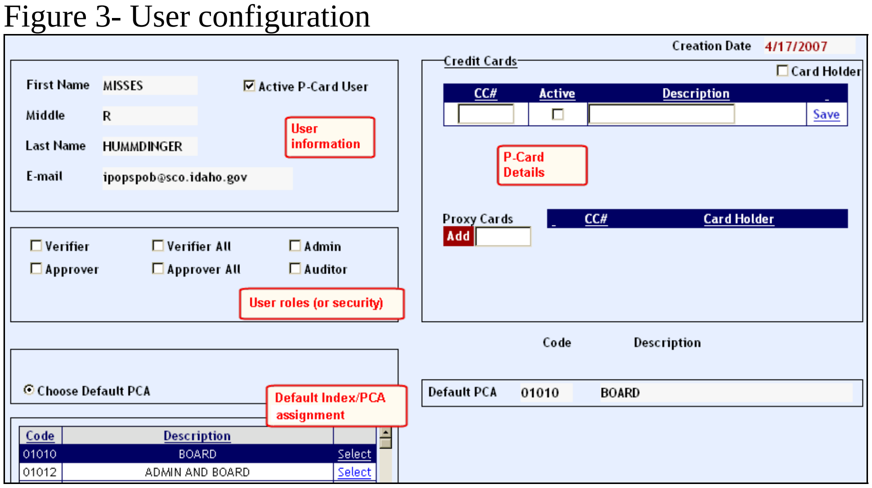


4. Click **Select** next to the user's name to add and then click **OK** to confirm adding the user.

TO SET UP A NEW USER

After selecting a new user from the **User Lookup**, a configuration screen will be displayed to set up the user. The user configuration screen is essentially made up of four sections: the user information, user roles (or security), P-Card details, and default PCA/Index assignments.

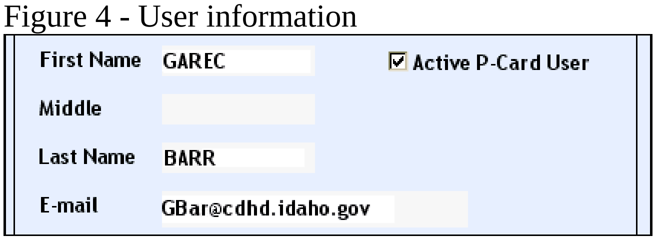
Figure 3- User configuration



USER INFORMATION

The name and e-mail of the user will be filled in from the **Add User** look up.

Figure 4 - User information



1. Verify the user information. If it is not correct, contact your payroll administrator to make sure that the user has been added to state payroll records
2. Select **Active P-Card User** to give the user access to the P-Card application. NOTE: If a user cannot access to the P-Card application even after you have added them, contact SCO at dsahelpline@sco.idaho.gov.

USER ROLES (OR SECURITY)

User roles define what the user can do in the P-Card application.

Figure 5 - User roles (or security)

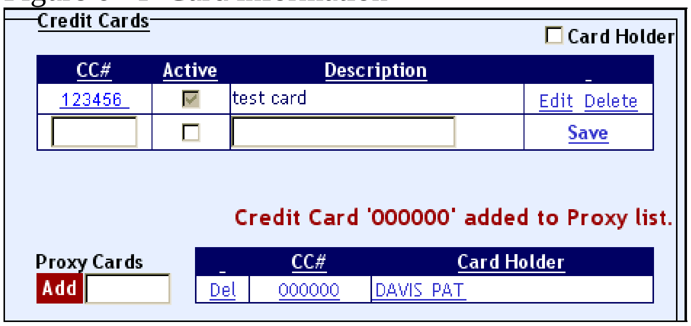
1. Select the approver, verifier, or administrator roles for the user. The options are:
   - **Verifier** - validates that the purchase recorded is valid and correct. For many agencies, the card holder is the Verifier. However, you can designate an alternate employee as a Verifier. Verifiers of multiple cards will be able to select transactions by individual card holder name and card number. Can also be a proxy verifier.
   - **Verifier All** – same functions as a Verifier but the Verifier All can verify transactions from all card holders.
   - **Approver** - approves the transmittal and the attached documentation for appropriateness of the expenditure, accuracy of the fiscal coding, etc. Approvers can approve transmittals for the level they are assigned and below. The final approver is the last approver of the transmittal before it is submitted to STARS. (Agencies must have at least one approval level.) NOTE: To restrict users from approving their own transactions at any approval level, select **Agency Settings** on the main Administrator screen and click **Restrict User** (this affects all users).
   - **Approver All** – same functions as an Approver but the Approver All can approve transmittals from all card holders.
   - **Admin** – gives a user full P-Card application administrator access.
   - **Auditor** – auditors can view transactions and transmittals but do not have any capability to verify, approve, add, or make changes to users. Auditors can run all reports.
2. Select the **Approval Level** when you select **Approver** or **Approver All**.

   Each transmittal must be approved by each approval level. Thus, by assigning different approvers to different approval levels, you can help maintain internal controls for your business process.

P-CARD DETAILS

This section sets up the card holder, the P-Card, and proxy cards (if applicable).

Figure 6 - P-Card information



1. Select **Card Holder** if the user is the actual holder of the P-Card you are entering.
2. Enter the last six digits of the card number in the **CC#** field. NOTE: Do not use a placeholder (e.g., 999999). You must enter an actual credit card number.
3. Select **Active** to make the card active in the P-Card application. The P-Card can be active for one user, although a user may have several card numbers assigned to them.

   NOTE: If a card is lost or stolen, do not delete the card number. Leave the lost/stolen card active until all the transactions are received from Wells Fargo, and then change the card to inactive. If you delete the card, you will lose the transaction history in the P-Card application. Click here for specific instructions.
4. Enter a **Description** if desired.
5. Click **Save** next to the card information.
6. To add a proxy card number, enter the last six digits of the card number in the **Proxy Cards** field and click **Add**. The card number and card holder for whom the new user will be a proxy will be displayed. Adding the card number to the user makes the user a proxy verifier – this person can verify transactions on that card in place of the card holder.

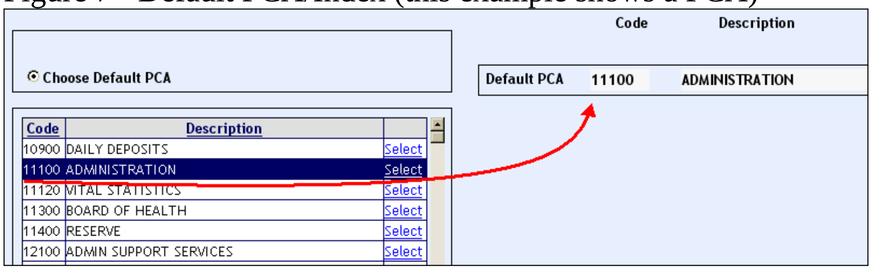
ADD DEFAULT PCA/INDEX AND ASSIGN APPROVAL PCA/INDEX

Set up a Default Index or PCA for the card holder. This will automatically fill in the PCA/Index code for the card in the Verifier’s transaction grid. Since PCA/Index codes can look up other fiscal codes, those other fiscal codes can also be automatically filled in when the PCA or Index is entered.

For Approver/Approver All users, you can also assign Approval Indexes or PCAs (depending on your agency’s budget structure) which give them authority to approve only transmittals with those assigned PCAs/Indexes.

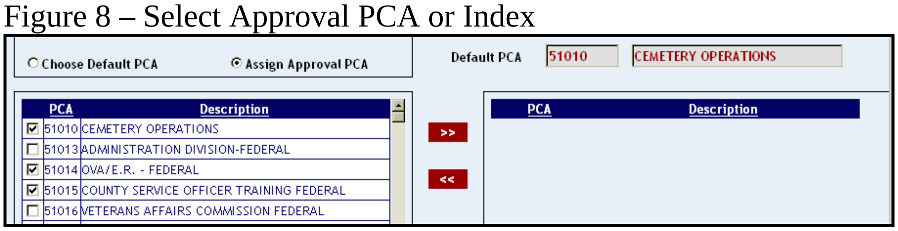
1. If setting up a card holder and card number, select **Choose Default PCA** or **Choose Default Index** (the choice displayed depends on your agency structure) to assign a default PCA or Index to the card holder/card number.
2. Click **Select** next to the Index or PCA needed. The **Default PCA/Index** will be added.

Figure 7 - Default PCA/Index (this example shows a PCA)



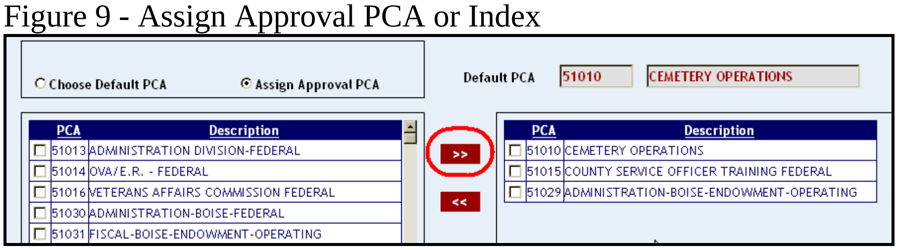
3. If setting up an Approver/Approver All, you can also select **Assign Approval PCA** or **Assign Approval Index** (the choice displayed depends on your agency structure).
4. Check the check box next to the PCAs or Indexes you want to assign to the approver.

Figure 8 – Select Approval PCA or Index



5. Click the right arrow icon to assign the selected PCAs or Indexes. (To remove a PCA/Index, check the check box of an assigned PCA/Index and click the left arrow icon)

Figure 9 - Assign Approval PCA or Index



6. After the user configuration is complete, click **Save** (on the top menu bar).